

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 485
SACRAMENTO, CA 95814
TELEPHONE: (916) 654-6340
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**MEMBERS:**

Philip Angelides, Chair
State Treasurer

Tom Campbell, Director
Department of Finance

Steve Westly
State Controller

JOB OPPORTUNITY BULLETIN

Class: Associate Governmental Program Analyst (AGPA) or
Staff Services Analyst (SSA)
Tenure: Permanent
Time Base: Full-Time
Salary: \$2,632 - \$4,155 (SSA)
\$4,111 - \$4,997 (AGPA)

Under the general direction of the Deputy Director and Program Manager, performs detailed reviews of compliance issues affecting all multifamily rental housing projects throughout California that are funded with the Low Income Housing Tax Credit (Internal Revenue Code Section 42) and other related analytical duties.

ESSENTIAL FUNCTIONS INCLUDE:

- Lead analyst in developing training programs and modules for property owners/managers of tax credit projects and new employees of TCAC regarding compliance with occupancy requirements of IRC Section 42 and proper reporting to TCAC of IRS required information; plan activities to address training needs and identify resource requirements; identify and utilize the most appropriate training methods; conduct training courses and modules for TCAC staff and program participants; evaluate training results and adjust training content and processes as needed. Assess training needs; identify training alternatives for a variety of subject areas related to the TCAC program operations; identify and develop skill sets for manual chapters and new/revised TCAC policies and procedures resulting from legislation and regulations. Design course objectives which contain performance standards and conditions; write tests which support the objectives; select the sequence of course instruction; write lesson plans and determine the appropriate method, length, environment and media for sources; produce manuals, handouts, instructional exercises and workshop materials. Assist in the development and implementation of program policy manual used by TCAC staff.
- Lead technical support analyst in responding to various interested parties (managers, owners, other government agencies, appraisers, developers, nonprofit organizations etc.) by phone, written correspondence or conference, the policies of the Committee and the regulations of Section 42 as they relate to occupancy requirements.
- Monitor changes in state and federal regulations affecting compliance requirements of the Low-Income Housing Tax Credit program; make recommendations to management regarding modifications to TCAC's policies and procedures to ensure agency compliance with program requirements; perform periodic reviews of TCAC's compliance forms to update for current state and federal requirements.
- Determine compliance of tax credit projects with federal occupancy requirements and initiate corrective action as necessary. Conduct statewide on-site file inspections and review reports from project owners detailing the status of households occupying tax credit units. Review with project owners and managers by phone, written correspondence or conference, issues of noncompliance. Track progress of owner attempts to rectify noncompliance.
- Conduct various research projects independently or as directed, develop reports as needed and perform other duties necessary to the overall support of the Tax Credit Allocation Committee.

- Assist with the processing of public and statistical information requests; performs other related duties.
- Lead analyst overseeing the Annual Owner Certification process for owners of tax credit properties.
- **Traveling is required.**

DESIRABLE QUALIFICATIONS:

- An understanding of property management and assisted housing occupancy requirements.
- Familiarity with local, State and Federal housing programs.
- Strong analytical skills.
- Ability to write and speak clearly and effectively.
- Computer skills, including an understanding of relational database systems, and spreadsheet applications (Excel).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst or an Associate Governmental Program Analyst and are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-5393-017" next to the classification on your application/resume, i.e. Associate Governmental Program Analyst/ Staff Services Analyst, CTCAC (342-5393-017).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

If You Have Any Questions, Please Call:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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